

TYPES OF REPORTS AND DOCUMENTS EXEMPTED
FROM THE REPORTS MANAGEMENT PROGRAM

1. Formal reports of audit, survey, or investigation by administrative bodies appointed for that purpose. However, recurring reports initiated by such bodies to obtain data are not exempt.
2. Comments and/or concurrences as part of routine clearance of proposed actions, requisitions, or publications.
3. Agency budget requirements:
 - a. The annual estimate or request for funds required by law. This exemption does not include periodic collections of data used to develop or supplement budget estimates or fund requests.
 - b. Reports upon apportionment and allocation of appropriated funds.
4. The following operating documents:

Accounting records	Identification
Affidavits	Leases
Agreements	Liens
Announcements	Oaths of office
Applications or requests	Payrolls
Authorizations	Permits
Bids	Performance bonds
Bills of lading	Receipts
Certifications	Receiving-and-inspection forms
Claims	Requisitions
Bills	Sales slips
Contracts and initial	Shipping orders
allied papers	Specifications
Depositions	Statements of witnesses
Guarantees	

This exemption covers only the actual operating documents themselves. Reports concerning progress in preparing, numbers processed, etc., are not exempt.

ATTACHMENT 2